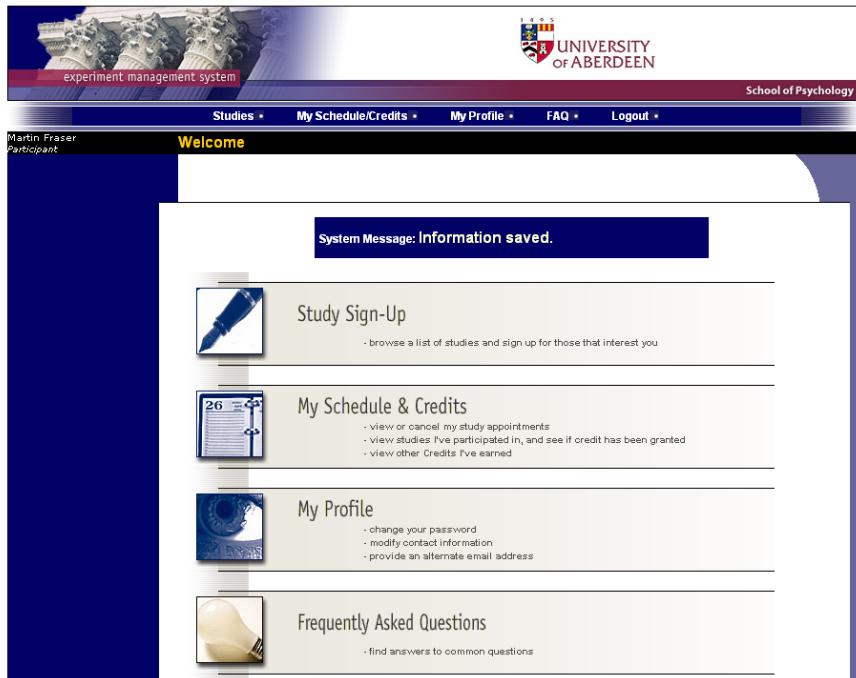


Appendix A

School of Psychology

Sona-Systems Research Scheme

Participants User Guide



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1. Introduction

The School of Psychology is using Web Based Software to enable timetabling of experiments and to issue credit for the Psychology Research Scheme. The Experiment Management System provides an easy method for you to sign up for studies and track your progress through the term. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, with a standard web browser.

Your interaction with the system will be minimal and hopefully as painless as possible. After you log in to the system, you can view a list of available studies and any restrictions, sign up for studies that interest you, and track your progress throughout the term. The system will track when you receive credits for a study, so you can view this online as well.

How to Register

Each 1st Year Psychology student has the opportunity to obtain 6 credits during the course of each term. In order to participate in scheduled experiments you must first register by visiting the following link:

[**http://abdn.sona-systems.com**](http://abdn.sona-systems.com)

Alternatively you can link to the above website by doing the following:

- Visit the School of Psychology Home Page at www.abdn.ac.uk/psychology
- Click on **Teaching – Undergraduate – Research Scheme -**
<http://abdn.sona-systems.com>

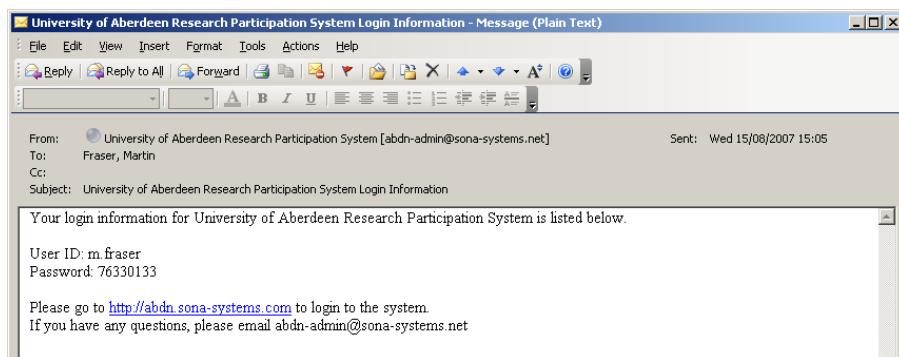
Either method will bring you to the following screen:



To register as a **PARTICIPANT** please do the following:

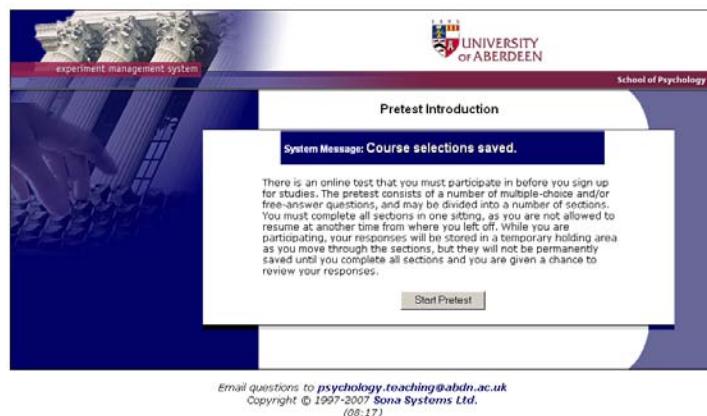
- Click on “Request an account here”
Fill in the Information requested which will require an *abdn.ac.uk* e-mail address
Please note for you can only use a University of Aberdeen email address. Therefore you must have registered with the University Computing Centre before attempting to create an account.
- Please ensure that you fill in the correct course code which for 1st Year students will be **PS1008 – First Year Psychology**

Assuming that you have registered correctly you will receive an automatic email notification that will include login instructions for the system. You will be assigned a default password, which you can change after your first login.



Log back in to the Research System with the username and password as listed in the email - <http://abdn.sona-systems.com>

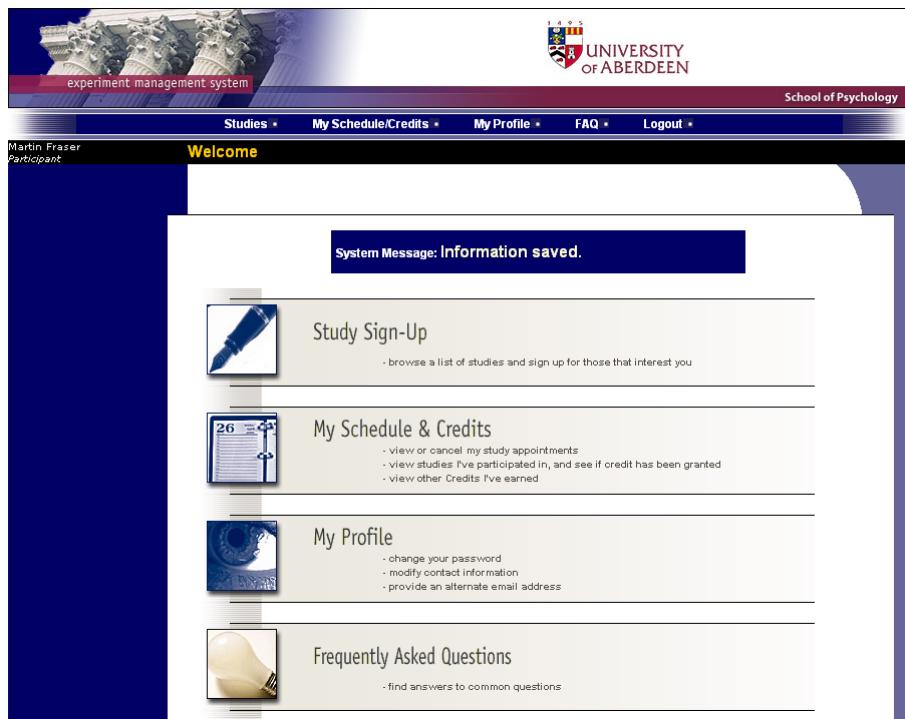
Confirm that you agree to the consent agreement then complete the pre-screening questionnaire:



The pre-test questions exist so that Researchers can restrict the individuals that are entitled to sign up to their experiment. For example researchers may only wish to test Participants that are Under 30 and write with their left hand. Once you have completed and saved the Pre-Test questionnaire you will then proceed to the start screen for The Research Participation System.

2. How to Use the Research System

Once you login you will see the Main Menu:



Your login (also known as a session) will expire after a certain period of inactivity, usually 20-60 minutes. This is done for security purposes. If this happens, you can always log in again. When you are done using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab.

Retrieving a Lost Password

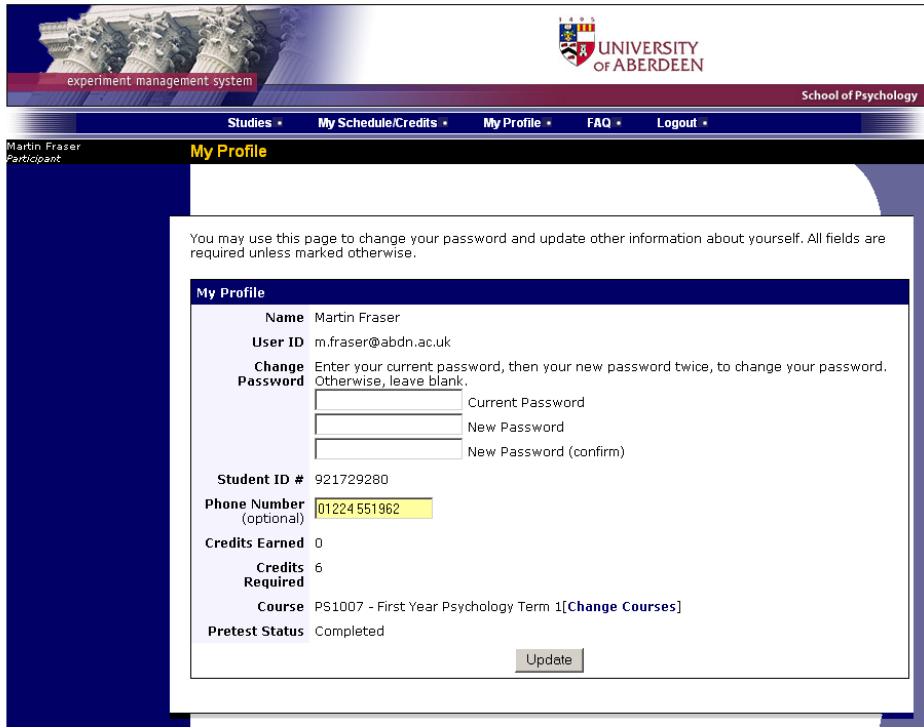
If you have forgotten or do not have your password then you may choose to have your password emailed to you. You will see an option on the front login page. Your password will be emailed after you submit the form and should arrive in your email box within a few minutes.

Logging Out

When you are done using the system, choose Log Out from the toolbar on the left side to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.

Changing Your Password and Other Information

If you would like to change your password or other information about yourself, choose **My Profile** from the top toolbar. If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you would *not* like to change your password, simply leave these boxes empty.



The screenshot shows a web-based experiment management system for the University of Aberdeen. The top navigation bar includes links for 'Studies', 'My Schedule/Credits', 'My Profile', 'FAQ', and 'Logout'. The 'My Profile' link is highlighted. The top right corner features the University of Aberdeen logo and the text '1495 UNIVERSITY OF ABERDEEN'. The page title is 'My Profile'. A message at the top of the form area states: 'You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.' The form fields include:

Name	Martin Fraser
User ID	m.fraser@abdn.ac.uk
Change Password	Enter your current password, then your new password twice, to change your password. Otherwise, leave blank.
Current Password	<input type="password"/>
New Password	<input type="password"/>
New Password (confirm)	<input type="password"/>
Student ID #	921729280
Phone Number (optional)	01224 551962
Credits Earned	0
Credits Required	6
Course	PS1007 - First Year Psychology Term 1 [Change Courses]
Pretest Status	Completed

At the bottom right of the form is a 'Update' button.

You can also change your phone number and course assignment in the My Profile section. It is unlikely you will need to change your course assignment unless you have accidentally signed up to Level 2 Psychology instead of Level 1.

3. Studies

This is the main part of the Research System. It is from here that you will read about and sign up for psychology studies.

During the course of **Each Term** you have the opportunity to obtain **6 credits** from experiments / studies. Each test session of 30 minutes or part thereof, is worth 1 Credit. Therefore, an experiment lasting 50 minutes would be worth 2 Credits.

Viewing Studies

To view a list of studies, click on **Studies** from the top toolbar. You will see a list of studies. The list of studies is shown in a random order. A brief description of each study will be listed, as well as any special requirements that may restrict your eligibility to participate in the study.

Studies		
Available?	Study Information	Restrictions
Timeslots Available	Test survey, anon on (Online Study)	
Timeslots Available	A Expertise in Tactile Pattern Recognition Recognize patterns by touch. Get one credit and \$\$ for 2 sessions.	
Timeslots Available	Color Test This will test your ability to see colors in different levels of light	
	A Interactive Brain Show Try out group interactive technology.	
	Test STudy (2-Part Study)	
	Memory Experiment (2-Part Study)	
	Social Perceptions (2-Part Study) You will see a video and answer some questions after viewing it.	Sign-up password required. subjr Prior study restrictions.
	Test Exp for Time	

Studies that currently have available participation times (timeslots) will have “**TIMESLOTS AVAILABLE**” listed next to the name of the study. If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added. You may also select a specific date to view studies with available timeslots on that date.

To view more information about a study, click on the name of the study.

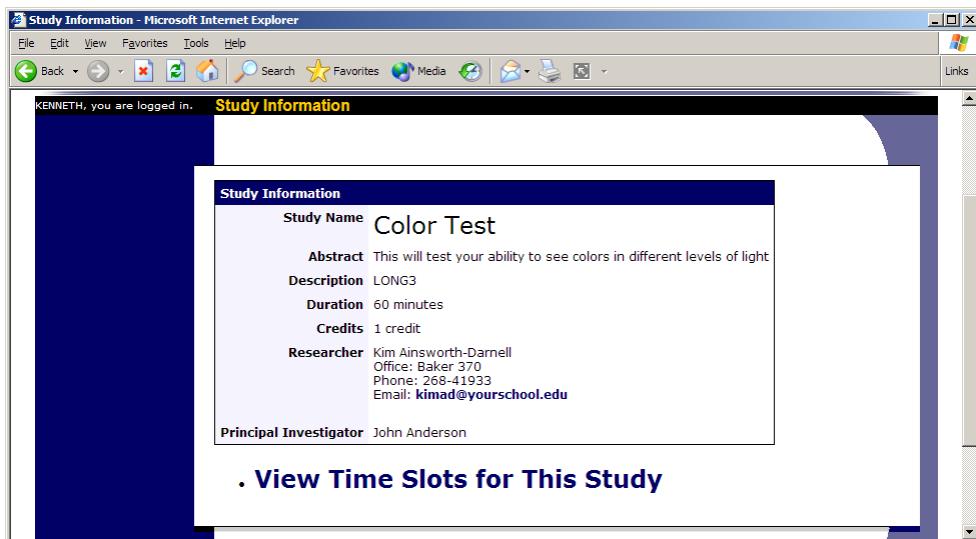
Two-Part Studies

Some studies are two-part studies, where you must sign up for both parts of the study at once, and the two parts must be scheduled a certain number of days apart. These studies will be clearly marked.

Signing Up For Studies

To sign up to participate in a study, find the study you would like to participate in. Click on the study name for more information. You will see a list of any special restrictions or eligibility requirements, as well as a contact person if you have questions about the study.

Some restrictions are automatically enforced by the system. If the study has certain pre-requisites or disqualifiers (studies you must *not* have participated in to participate in this study), those will be listed, as well as a note about whether you meet those eligibility requirements.



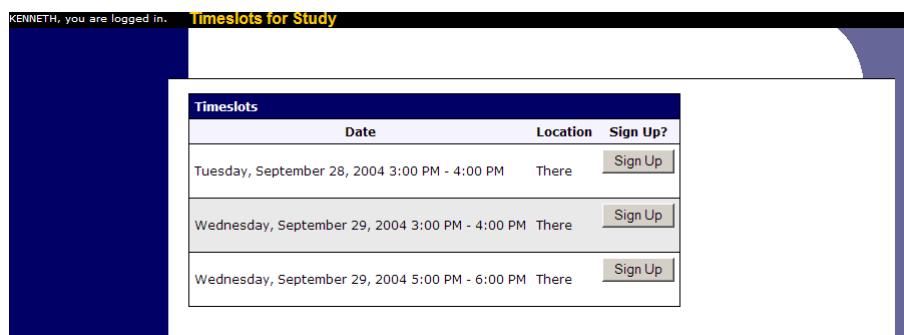
The screenshot shows a Microsoft Internet Explorer window with the title bar "Study Information - Microsoft Internet Explorer". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar includes Back, Forward, Stop, Home, Search, Favorites, Media, and Links. The status bar at the bottom left says "KENNETH, you are logged in." The main content area is titled "Study Information" and displays the following details for the study "Color Test":

Study Name	Color Test
Abstract	This will test your ability to see colors in different levels of light
Description	LONG3
Duration	60 minutes
Credits	1 credit
Researcher	Kim Ainsworth-Darnell Office: Baker 370 Phone: 268-41933 Email: kimad@yourschool.edu
Principal Investigator	John Anderson

Below the table, a blue link reads ". View Time Slots for This Study".

The study may have other restrictions listed as Subject Restrictions. An example of a Subject Restriction is "Left-handed people only." If listed, then the system **does not** enforce this restriction, but you should only sign up for the study if you meet this restriction. If you sign up for the study and you do not meet the restrictions, you will likely not receive credit for the study, and could face a penalty.

You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur. The system will not show a Sign Up button for timeslots where it is too late to sign up.



The screenshot shows a Microsoft Internet Explorer window with the title bar "Timeslots for Study". The main content area is titled "Timeslots" and displays a table of available timeslots for the "Color Test" study:

Date	Location	Sign Up?
Tuesday, September 28, 2004 3:00 PM - 4:00 PM	There	<input type="button" value="Sign Up"/>
Wednesday, September 29, 2004 3:00 PM - 4:00 PM	There	<input type="button" value="Sign Up"/>
Wednesday, September 29, 2004 5:00 PM - 6:00 PM	There	<input type="button" value="Sign Up"/>

Once you have determined you meet all the requirements, click on View Timeslots for This Study and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click **Sign Up**.

After you click Sign Up, you will see information displayed confirming the time and location of the study you plan to participate in. You will also receive email confirmation as well. You are now signed up for the study. To cancel your sign-up, see Cancelling a Sign-Up below.

Cancelling a Sign-Up

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Choose the My Schedule/Credits option from the toolbar.

You will see listed all the studies you have signed up for, as well as those you have completed (see the Tracking Your Progress section of this documentation for more information).

Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. Please note that you cannot cancel an appointment within 24 Hours of the appointment start time. By using the cancel option the researcher will automatically receive an e-mail of the cancellation:

System Message: Are you sure you want to cancel this signup?

IMPORTANT: You may cancel a study sign-up up to 24 hours before the study is scheduled to occur.

Study
<p>Study Name A Expertise in Tactile Pattern Recognition</p> <p>Date September 12, 2004 7:00 PM - 8:00 PM</p> <p>Location Psychology Lounge</p> <p>Researcher Catherine Ewell Phone: 621-3519 Email: ewell@yourschool.edu</p> <p>Principal Investigator John Anderson</p>

Would you like to cancel this sign-up?

Once you click Cancel to cancel your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study you are signed up for, it is *your* responsibility to deal with this issue (usually by cancelling the depending study as well). The system will warn you, but will not block the cancellation. Click “Yes” to cancel your sign-up and the sign-up will be cancelled immediately.

Please Note:

If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

Tracking Your Progress

You may track your progress at any time by choosing the My Schedule/Credits option from the top toolbar. When you view this page, you will see at the top a list of the number of credits you are required to earn, and how many you have earned so far. If you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status.

Credit Information

Credits
Overall Credits Earned 9
Overall Credit Requirements 15
[Credits Earned by Course]

Study Sign-Ups

NOTE: Researchers only know you by your identity code, which is **28804**, so please use that when corresponding with them.

Sign-Ups							
Study	Time	Location	Credit Status	Course	Comments	Cancel?	
A Now You See It, Now You Don't (1 Credit)	January 21, 1999 10:00 AM - 10:15 AM	329A Baker Hall	1 credit granted on July 25, 2003.	85221			
A Can You Handle It? Grasping and Lifting Smooth to Slippery Objects (1 Credit)	January 26, 1999 3:45 PM - 3:55 PM	342 C Baker Hall	Failure to appear (1 credit penalty).	85221			
Math Interruptions (1 Credit)	January 28, 1999 11:30 AM - 11:48 AM	Baker Hall 345M	1 credit granted on September 3, 2003.	None	[Reassign]		
...	December 30.		1 credit				

No Shows

If you fail to appear for a study, and did not inform the researcher by email or phone in time, then you will most likely receive a **No Show Penalty** of **2 credits**. That will be displayed in your progress, and the penalty will be deducted from your current credit earnings. It is therefore possible you might end up with a negative value for the number of credits you have earned. Next to each credit or penalty, you can also see any comments the researcher left regarding the study and your credit for it.

So if you miss a test session without notice then you will need to complete 8 credits, rather than 6, to pass the Individual Research Participation part of the first year Psychology Course.

Late Arrival - If you turn up late for an appointment then it may be that to test you would affect the scheduled next appointment for the researcher. It is within the discretion of a researcher to class a late participant as a **No Show** and therefore apply the no show penalty.

No Show by a Researcher: If you have signed up and turned up for an experiment and the researcher fails to show up, please go to the Psychology Office (Room G1 William Guild Building) to complete a form to inform of the details of the session.

You **WILL**, in most circumstances, receive the credits for the session unless the researcher gave you advance notice of cancellation. We expect researchers to give participants 24 Hours notice of a cancellation.

Manually Being Credited for an Experiment

It is possible that a researcher may approach you to do their experiment, even though you have not signed up through the research participation system, and state that they will award you the credit directly. **We do not recommend you sign up this way** as you are relying on the researcher to remember to give you the credit.

Therefore, **always** make sure the researcher signs your ***First Year Practical Book*** to state that you completed the experiment. This is your proof in case there are any queries in the future. It is not possible for a researcher to award credit for experiment participation unless you have registered as a participant within the research participation system.

4. Frequently Asked Questions

- *I participated in a study, but I have yet to receive credit. How do I receive credit?*

The researcher must grant you credit. This is usually done shortly after your participation however most researchers allow the system to issue auto-credit. Auto-credit happens 48 hours after the study took place. If it has been more than 48 hours and you have still not received credit, please contact the researcher.

- *Who can see the information about my sign-ups? I don't want everyone to know which studies I signed up for.*

Only the researcher of the study may see that you have signed up for it, along with the subject pool administrator. No other users, including other researchers, may see this information.

- *I noticed that with some studies, I can sign up for them again even if I participated before, while others don't allow for this. Why is this?*

Researchers can choose if their studies allow you to participate more than once. Not all studies allow you to participate more than once.

- *What happens if I complete more than 6 Credits? Will I get extra marks or will they count towards the next term?*

In order to obtain full marks each participant can complete 6 credits using the Experiment Management System each term. While you can complete more than 6 credits, if you choose to do so, they will not carry forward to Term 2 and you will not obtain any additional marks for doing so. At the start of Term 2 all credit values are zeroed and you will have to complete another 6 credits in Term 2.

5. Any Problems & System Administrators

If you encounter a **Problem** while using the research participation system please take a detailed note of exactly what happened and what screen you were logged in to at the time before making contact with the system administrator.

For system help please send a detailed email to:

p.j.bates@abdn.ac.uk

The **System Administrator** for the School of Psychology is:

Mr. Peter Bates
School of Psychology
Room F23
William Guild Building

The Academic Staff in overall charge of the Participation Scheme are:

Mrs. Florence Mackenzie
Room S13 William Guild Building
Telephone: 01224 272237
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Telephone: 01224 273215
E-mail: m.milders@abdn.ac.uk